

EDI AND INVOICE REQUIREMENTS

Electronic Data Interchange (EDI)

The Contractor shall assist in developing processes, guidance, and as appropriate, implementation support for DESC to implement electronic processes mainly forwarding electronic data. Further, the Contractor shall work with DESC to ensure that appropriate systems guidance includes complete systems documentation, test transactions and procedural guidance. The Contractor shall be able to perform tests on the system at no additional cost to the DESC. The Contractor shall have the capability to successfully perform EC/EDI under this contract within **60 calendar days** of the DESC's ability to come on line to Federal EC/EDI standards. The Contractor's EDI capability shall adhere to the Electronic Commerce Federal Implementation Conventions (IC), as provided through the National Institute of Standards and Technology. These conventions are based on the ANSI ASC X12. At the time of award, the Government will provide the CCP with the following:

ADDRESS File

| | | |
|------------------------------------|----|-----------------|
| DoDAAC | 6 | (or equivalent) |
| Customer Identification Code (CIC) | 3 | |
| Unit Id | 9 | |
| Address Type | 1 | |
| Organization Name | 40 | |
| POC Name | 20 | |
| Address Line 1 | 40 | |
| Address Line 2 | 40 | |
| City | 20 | |
| State | 2 | |
| Country | 20 | |
| Zip Code | 10 | |
| Email address | 40 | |
| FTP address | 40 | |
| Commercial Phone # | 20 | |
| Commercial Fax # | 20 | |
| Invoice Format | 3 | |
| Transmittal Mode | 5 | |

INVOICING REQUIREMENTS:

The CCP shall not calculate automatic interest charges on invoices, including past due notices, submitted to the Government for payment as invoices shall adhere to the Prompt Payment Act. The following invoicing requirements apply:

Defense Finance and Accounting Service (DFAS):

At this time, DFAS shall remain responsible for making payments to contract fuel provider(s) who obtain a DESC into-plane contract and/or bunker contract. The CCP shall electronically forward statements for fuel invoices within 24 hours after receipt to DFAS or DESC Fuels Automated System (FAS) for payment for contract locations. In the event ground/ramp services or non-contract fuel is purchased, the CCP shall process the transaction, directly reimburse the provider and invoice (electronically or manually) the accountable official that has the ultimate payment responsibility. In the event, other payment options become available, a separate proposal will be requested.

Frequency of Invoice Submission:

The CCP shall combine invoices to the greatest extent possible and submit an itemized invoice to the appropriate Military Service/Federal Civilian Agency/payment offices no more frequently than one daily or at the government's option weekly. These invoices will be clear accurate and be separated for either fuel or ground services. Customers requiring special billing procedures shall submit a request in writing to the Contracting Officer approved through the COR.

Invoice Data: (Level III)

All Invoices shall be identified as a local purchase, when applicable, and include at a minimum the following data:

- a) Invoice number
- b) Date of invoice;
- c) Total dollar value of invoice;
- d) Air Force or Army aircraft tail number or Navy UICs or Federal Civilian Agency's side number (No "O's" or "I's" only zeros and ones);
- e) Branch of service and unit to which the aircraft belongs (Navy and Marine Corps-USN; Army-USA, Air Force-AF) or Federal Civilian Agency or Federal Civilian Agency abbreviation;
- f) Mission Design Series (MDS) or Type Model Series (TMS) up to 7 digits;
- g) Fund Code (2 digits) alpha/numeric;
- h) Signal Code (1 digit) alpha/numeric;
- i) Department of Defense Activity Address Code (DoDAAC or the Federal Activity Address Code (FedACC);
- j) Supplemental DoDAAC if the signal code is any letter other than "A";
- k) Airport location or airfield identification (ICAO/FAA Code) where the fueling/uplift or other services were performed;
- l) Date fuel was provided;
- m) Quantity of fuel (in US gallons) provided and the transaction US gallon unit price for that fuel;
- n) Converted US dollar price per local unit of sale and net savings due to AIR Card price per local unit of sale;
- o) Grade of fuel provided;
- p) Identify all applicable taxes and their per unit amounts (Federal, State, Local, Territorial, etc.);
- q) Identify all applicable fees and their per unit price;
- r) Total price for fueling/uplift; and
- s) Transaction date.
- t) Subtotals at the ticket level, DoDAAC level and Branch of Service level.